



**Procurement and Contracts**  
**Business Unit # 320AD**  
**Purchase Order # 19-0005702**

Page: 1 of 2

Payment Terms: N/A    Freight Terms: N/A    Ship Via: N/A    PCC: E    Date: 05/02/19    PO Method: SP    Dispatch: **Dispatch**    Rev Dt:  
**Via Print**

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** COMPLETE BOOK & MEDIA SUPPLY INC  
1200 TORO GRANDE DR STE 200  
CEDAR PARK TX 78613-7820  
United States

**Ship To:** Texas Workforce Commission  
1301 S BOWEN RD  
STE 150  
ARLINGTON TX 76013  
United States

**Bill To:** APPO@twc.state.tx.us or  
Texas Workforce Commission  
101 E 15TH ST  
RM 446  
AUSTIN TX 78778-0001  
United States

**Vendor ID:** 1742852244

**Purchaser:** Mary M Kurylowicz  
**Phone:** 512/936-6496  
**Fax:**  
**Email:** mary.kurylowicz@twc.state.tx.us

**TWC Prefers Electronic Submission**

**PO Information:**

Delegated Purchase \$5000 or Less

\*\*\*\*

reference quote # 2248312 dated 5-2-19 Freight is FOB destination and allowed.  
Product must arrive by May 13 for a class held on May 14

facility contact:  
Reba Choice  
817-436-4115  
reba.choice@twc.state.tx.us  
\*\*\*\*\*

vendor contact:  
Alyssa Corder  
Office 512-616-0400  
alyssa@completebook.com  
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For payment inquiries, please contact Texas Workforce Commission Accounts Payable customer service by calling 512-463-1671 (Select Option 5), or by e-mail to appo@twc.state.tx.us. Invoices may be emailed to appo@twc.state.tx.us or the bill to address listed above.

**Authorized Signature**

**05/02/2019**



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| Line-Sch | Line Description  | Class/Item | Quantity | UOM | Unit Price | Extended Amt                   | Due Date   |
|----------|---|------------|----------|-----|------------|--------------------------------|------------|
| 1- 1     | 9780865864771 Transition<br>Team: 26 Strategies for<br>Interagency Collaboration<br>Books-By Patti Noonan | 715/83     | 10.0000  | EA  | \$36.32000 | \$363.20                       | 05/13/2019 |
|          |   |            |          |     |            | <b>Schedule Total</b>          | \$363.20   |
|          |   |            |          |     |            | <b>Item Total for Line # 1</b> | \$363.20   |

**Total PO Amount** \$363.20

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

**IMPORTANT CONDITIONS OF ORDER**

This will be your authority to deliver, in accordance with instructions above and the terms of any existing contract agreement, accepted informal bid or quotation, the articles or services listed below. Containers, invoices and correspondence relative to this order must bear the purchase order number. Unless otherwise stipulated, freight charges are included in the unit price. If we previously agreed to pay transportation charges, shipments are to be made prepaid FOB destination and charges added to the invoice.

\* PAYMENT cannot be made until ALL items on this order are received, inspected and accepted unless we previously agreed to a partial payment.

\* ALL Invoices MUST match this PO by Line Number, Description, Quantity, Amount and include Delivery Date for Prompt Payment.

\* Purchase subject to TWC Terms and Conditions (Attachment I).

The State of Texas is exempt from all Federal Excise Taxes.

Tax Exempt ID -742764775.

STATE and CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described on this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

**Authorized Signature**

**05/02/2019**